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ABSTRACT

This document is the second in a series of four guides to the government documents collection in the academic library at St. Mary's University (San Antonio, Texas); the library has been a selective depository for U.S. Government publications since 1964. Focusing on congressional publications pertaining to laws and regulations, this guide describes the nature of the collection, its library location, methods of access, and particular types of congressional publications included in the collection, i.e., Hearing and Committee Prints, the Serial Set, the Congressional Record, Journals (the proceedings of the House and Senate), and miscellaneous congressional publications. The classification of bills is briefly explained, as well as the U.S. Code and the shelving of laws. Sources which regularly describe legislation and are good places to look for summaries and numbers of laws and bills are then listed, and descriptions of sources of information on regulations conclude this guide. (CGD)

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ACADEMIC LIBRARY GUIDE GOVERNMENT DOCUMENTS SERIES NUMBER 2

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CONGRESS, LAWS AND REGULATIONS

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GOVERNMENT DOCUMENTS
CONGRESS, LAWS AND REGULATIONS

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GOVERNMENT DOCUMENTS--CONGRESS, LAWS AND REGULATIONS

This Guide describes the Congressional publications to be found in the St. Mary's Academic Library Documents Collection. Means of access to the publications, and their various locations, are detailed. In addition, the Guide describes the Bills, Laws and Regulations contained in the Collection, and identifies aids in the use of these documents.

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GOVERNMENT DOCUMENTS--CONGRESS, LAWS AND REGULATIONS

Another Guide in this series--Government Documents: Guide to Access--covers the Documents Collection in general, with descriptions of the basic access methods. Additional Guides discuss other specialized topics.

I. Congress

A. Nature of the Collection. The Academic Library receives all Congressional publications which are available for Depository Library selection, including Hearings and Committee Prints from all major committees, publications of the Congressional Budget Office, and issuances of the whole Congress, such as the Congressional Record.

A few older titles are present, but the bulk of the Collection dates from the early 1960's, when the Academic Library became a selective Depository. The amount of Congressional material received has increased dramatically since this time. A small number of little-used documents have been discarded, but, generally speaking, all Congressional publications received will be kept permanently.

A Congressional document may deal with virtually any subject under the sun. Concerns of Congress include financial, social, legal, agricultural, diplomatic, scientific and administrative issues. This great variety is present in the Library's Collection.

B. Location and Access. Publications originated by the Committees of Congress or by the whole Congress are given Superintendent of Documents classification numbers beginning with "X" or "Y." Congressional documents received in paper by the Academic Library are shelved along the south wall of the second (Main) floor. Documents originating in nearly half of the Congressional Committees, however, are received in microfiche. All documents in microfiche are filed by Superintendent of Documents classification number in cabinets near the Reference Desk.

Access to Congressional publications is through: Public Catalog (for a few selected titles); Monthly Catalog of U.S. Government Publications either in paper or on compact disc (see Government Documents Guide #1 for explanation); and CIS (Congressional Information Service) Index. The latter index is the best one to use if one is searching only for Congressional publications.

CIS (1970--) is published semi-monthly in two parts: Index and Abstracts. It covers only publications of Congressional Committees. The index volumes consist largely of a regular alphabetical index of subjects and names. Some potentially useful supplementary indexes include bill numbers, report and document numbers, and committee and subcommittee chairmen.

Prior to 1984, each annual abstract cumulation of CIS contains Legislative Histories. These listings are arranged by Public Law (P.L.) number and include CIS references for all publications dealing with the legislation as it wound its way through Congress. In 1984, CIS began publishing a separate annual volume of these Legislative Histories.

Documents listed in CIS with a Superintendent of Documents classification number may be held by the Academic Library. Check the Documents Shelflist, a card file in classification number order, to be sure, and to determine if the document is held in paper or microfiche.

Current publications listed in CIS without a Superintendent of Documents classification number cannot be found locally. The St. Mary's Law Library has a microfiche collection of these non-depository titles for 1970-1982.

C. Groups of Congressional Publications

1. **Hearings and Committee Prints**. These committee documents, by far the most numerous of Congressional publications, are classified "Y 4."

Hearings include actual verbatim testimony, as well as supporting material of any kind which the witnesses or the Committee members want to include. Much valuable information can be found in a Hearing on a particular subject, but it may be difficult to locate within the volume itself. Hearings contain only very sketchy tables of contents and no indexes. CIS index provides some assistance here, since it indexes individual witnesses' remarks and its references include page numbers within Hearing volumes.

Committee Prints are staff studies on particular subjects published to provide Committee members with background information on a particular topic. These documents can be extremely useful as overviews and are generally more "user-friendly" than the hearings.

Both Hearings and Committee Prints are kept together by their particular Committees. But arrangement within Committee groups varies considerably from Committee to Committee, and, often, from year to year within a single Committee. Some Committee publications are arranged in alphabetical order by subject or keyword. But the majority follow a sequential numbering scheme which occasionally separate even individual parts of the same Hearing or Print. Beginning with the 98th Congress, all Senate Committee publications are given sequential numbers, with one sequence for Hearings and another for Prints. Because of all these peculiarities, use of an index, either Monthly Catalog or CIS, is strongly encouraged. And do not hesitate to ask a reference librarian for assistance if you have difficulty.

2. **Serial Set**. (approx. 1964--) This hardbound set is shelved in the position of classification number Y 1.1/2: in the Documents Collection. But these beige volumes are arranged according to Serial Set volume number and are not labeled with their classification number as are other documents.

Two kinds of publications comprise the Serial Set: "Reports" and "Documents." The Reports are the comments, occasionally including dissenting views, which accompany bills out of Committee. The Reports themselves are numbered and there are separate sequences for House and Senate. The Documents are a miscellaneous collection of whatever the Congress decides to print. Some are ceremonial, some substantive. Examples: collections of prayers offered at the beginning of each workday in Congress, reports of the Capitol Architect, descriptions of additions to the National Wild and Scenic River System.

Beginning with the 97th Congress (1981) Reports and Documents appear in the Serial Set in numerical order. Since they are usually cited in other sources by Report or Document number, not by Serial Set volume number, this arrangement is the most logical. However, prior to 1981, the Reports and Documents were not published in the Serial Set in numerical order. To find earlier publications, one must consult the Numerical Lists and Schedule of Volumes, a finding aid published for every Congressional Session. These aids are shelved near the paper Monthly Catalog in the Documents Index Area.

There is a lag of a year or more between the publication of a Report or Document and the publication of the appropriate Serial Set volume. During this interim period, the Reports and Documents can be found in the microfiche cabinets near the Reference Desk, under the following classification numbers:

Y 1.1/3: Senate Documents
Y 1.1/4: Senate Treaty Documents
Y 1.1/5: Senate Reports
Y 1.1/6: Senate Executive Reports
Y 1.1/7: House Documents
Y 1.1/8: House Reports

The Numerical List and Schedule of Volumes is not needed to find recent Reports Documents in the Serial Set. But a new section of the Monthly Catalog, the Serial Set Supplement, can be useful. The first Congress it covers is the 97th, and it includes all the indexes found in the regular Monthly Catalog: author, title, subject, etc.

3. Congressional Record. The Record is published daily and is classified "X," followed by the number of the Congress and session, then by sequential volume and issue numbers. It includes verbatim transcripts of debates and speeches delivered on the floor of Congress, as well as any supplementary material Senators or Representatives choose to publish. The daily issues, received in paper format, are eventually cumulated into "bound" volumes, which we currently (since 1977) receive in microfiche.

Indexes to the daily issues include two sections: subjects and names, and bill numbers. They are published bi-weekly, and all indexes for a particular year are kept until the "bound" index for that year is received. Keep in mind that before the daily issues are published in "bound," final form, members of Congress can edit their remarks substantially, as well as include additional supplementary material.

Records and related publications for earlier years are available as follows:

Congressional Record, 1964-Jan., 1977--
hardbound, in Documents Collection (X/no. of Congress)

Congressional Record, 1873-1963--microfilm, on First Floor of the Library

Congressional Globe, 1833-1873--microfiche, on First Floor of the Library

Register of Debates, 1824-1837--microfiche, on First Floor of the Library

Annals of Congress, 1789-1824--microfiche, on First Floor of the Library

4. **Journals**. These records of the proceedings of the House and Senate are the only publications required of them by the Constitution. They are published at the end of each Congressional Session and give daily summaries of motions, action taken and roll call votes. They are classified "XJ," so that they are filed immediately following the Congressional Record. Each volume includes a summary legislative history of all bills introduced in the Session, and an index of subjects and names.

The Library has hardbound issues of the Journals for 1971-1978. Microfiche Journals begin in 1979 and are received currently, although since they are published at the end of a Session, there may be a long gap between the last Journal received and the current Congressional Session.

5. **Miscellaneous Congressional Publications**

a. **Calendar of U.S. House of Representatives**. This publication, which cumulates daily, gives the status of Bills. Issues are kept at the Reference Desk. Summary issues at the end of a Congressional Session are filed in the stacks at Y 1.2/2: .

b. **Individual Committee Calendars.** Each Committee publishes several Calendars during each Session which give the status of Bills that have been referred to them. Each new Calendar supercedes the previous one, except for a final edition at the end of each Congress. They are shelved (or filed) with the Committee's Hearings and Prints in the Y 4. section.

c. **Memorial Addresses.** Classed Y 7.1: , these documents the addresses delivered in Congress to eulogize deceased members.

d. **Congressional Budget Office Publications.** These analytical publications on many diverse topics are classified Y 10. and are currently received only in paper format.

e. **Bills** (see below)

II. Laws and Regulations

A. Bills and Laws

1. **Documents.** Bills are received in microfiche and classified according to type of measure as follows:

Y 1.4/1: Senate Bills
Y 1.4/2: Senate Resolutions
Y 1.4/3: Senate Joint Resolutions
Y 1.4/4: Senate Concurrent Resolutions
Y 1.4/5: Senate Printed Amendments
Y 1.4/6: House Bills
Y 1.4/7: House Resolutions
Y 1.4/8: House Joint Resolutions
Y 1.4/9: House Concurrent Resolutions

Unfortunately, they are not filmed in Bill Number order. A paper finding aid, kept at the Reference Desk, tells where to find a particular Bill Number. (If the Bill Number is unknown, see section (b) below.) The Academic Library keeps Bills for 2 years. The Law Library keeps a backfile of Bills.

Laws are received in paper and are shelved in the Documents Collection at GS 4.110: . A year or two after their appearance in this "slip law" series, they are bound into the Statutes at Large volumes (GS 4.111:). In both forms, the complete text of the Law is present, as well as a brief legislative history, which gives Congressional Record citations and House or Senate Report Numbers. Academic Library holdings date from 1935 to the present, but the Law Library has complete backfiles, dating from 1789.
Every 5 years the U.S. Code is published (Y 1.2/5:). The Code summarizes the law in force by subject area. Summaries include references to the Statutes so that the full text of all Laws can be found easily. There is a detailed subject index and a "Popular Names Index." Supplements published in the interim between complete reissuances keep the set current.

2. **Aids.** The sources for Bill and Law numbers are numerous and range from textbooks to magazine articles to newsletters from lobbying groups. There are a few sources in the Academic Library which regularly describe legislation and are good places to look for summaries and numbers. They are:

Digest of Public General Bills and Resolutions (Doc LC 14.6:)

CQ (Congressional Quarterly) Weekly Report (Periodicals)

CQ Almanac (REF JK 1. C 66)

House Calendar (Reference Desk) and individual Committee Calendars (see above)

CIS Index (Documents Index Area)

B. Regulations

1. **Documents.** Proposed Regulations must first appear in the Federal Register, which is received in microfiche and classified AE 2.106: . Federal Registers are kept for 2 years in the Academic Library, but the Law Library keeps complete backfiles. Once the Regulations are in force, they appear in the Code of Federal Regulations, also in microfiche (AE 2.106/3:). The Code is continually updated, by sections which cover broad subject areas. In the Academic Library, only the most current issue of a part is kept. But the Law Library keeps complete backfiles. Between the annual issuance of a particular section, the monthly publication CFR List of Sections Affected (AE 2.106/2: , microfiche) keeps information current.

2. **Aids.** Other than the actual index to the Code of Federal Regulations, there are few official aids to finding regulatory information. Several commercial products exist, however, which are designed to keep people in business, and other fields, abreast of new developments which may affect their work. The Academic Library subscribes to two of these services: BNA (Bureau of National Affairs) Policy and Planning Series (REF HD 4802 B 57), which covers employment policy; and Tax Planning (REF KF 6297 I55). The Law Library holds many additional services in different areas. Ask a Law Librarian for assistance.